

Job details

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Bulletin Number 17341BR

Type of Recruitment Transfer Opportunity

Department Internal Services

Position Title SENIOR TYPIST-CLERK

Filing Type Open Continuous

General Information The ISD Human Resources Risk Management Division is seeking a highly qualified, self-motivated individual to fill the position of **Senior Typist Clerk** in the Risk Management Section, Medical Compliance Unit (MCU). The position may be required to interact both verbally and in writing with employees, supervisors, managers, and staff from other County Departments.

Requirements Permanent County employees that currently hold the Senior Typist Clerk classification or who are eligible for administrative reassignment in accordance with Civil Service Rule 15 are invited to submit a letter of interest, a resume highlighting education and experience, last two performance evaluations, and time records for the last two years to:

Cathy Stein-Romo

Internal Services Department

Human Resources Division - Risk Management,

1100 N. Eastern Avenue, Room # 225

Los Angeles, CA 90063

cstein@isd.lacounty.gov

Phone: (323) 267-2436; Facsimile: (323) 415-0860

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection. Resumes and other required documentation will be accepted until the Unit's needs are met.

Desirable Qualifications

- Experience supervising lower level staff on basic process or procedures that supports a team of analysts who provide the HR/Disability Management function to their departments.
- Ability to manage multiple priorities under strict deadlines.
- Ability to work independently and as a team player.
- Sense of discretion and sensitivity to highly confidential information.

- Analytical skills relating to process and procedures.
- Good oral, written and interpersonal communication skills.
- Ability to utilize existing simple record keeping databases, such as countywide Absence Management System (AMS).

Duties

Provides clerical support to analysts, supervisors, and managers regarding all matters related to Disability Management. This includes the Reasonable Accommodation process under ADA/FEHA, Workers' Compensation, Family Medical Leave Act (FMLA) and other State and Federal laws pertaining to medical leaves.

Assists staff in the preparation of monthly statistical data presented to Executive Management.

Reviews all in coming Medical Certificates; records information in a database and distributes to appropriate personnel.

Coordinates and schedules Interactive Process Meetings (IPMs) by reviewing calendars and contacting employees and analysts to notify and finalize appointments.

Interfaces with ISD Payroll staff to regarding the preparation of timecards for employees on leave.

Delivers and obtains confidential documents from Unit to other specified locations/staff within the department on a daily basis, several times a day, including rush requests.

Maintains disability files, including daily filing of certified mail cards to corresponding documents in files, updating activity logs, maintains physical condition of files as needed, maintains file space in cabinets, identifies closed files, and maintains, retrieves and returns archived files.

Assists staff with inquiries and walk-ins; answer inquiries and schedule appointments.

Provides back-up support for staff at or below the level of Sr. Typist Clerk in their absence, as necessary.

Provides follow-up for all documents marked "Return to Sender", including verifying address information and determining final disposition of documents.

Acts as Archive Records Coordinator, updates and maintains current archiving procedures; records retention documents and corresponding boxes containing files, to storage area. Responsible for tracking all files designated for archives.

Maintains all Reference Binders for the Unit; including countywide and departmental Policies and Procedures, standard reporting documents and statistical reports and other project information.

Participates in special projects as needed.

Vacancy Information

The vacancy is within ISD's Human Resources Risk Management Section, Medical Compliance Unit (MCU), located at 1100 N. Eastern Avenue, Los Angeles, California 90063. This position is on a 4/40, Friday off, work schedule.

Available Shift Day

Contact Name Cathy Stein-Romo

Contact Phone 323-267-2436

Contact Email cstein@isd.lacounty.gov

Job Field Clerical

Job Type Administrative Support

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